



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Human Resources Specialist
Posting Number	PN# 107539
Department	Houston Airport System
Division	Human Resources
Section	Workforce Planning
Reporting Location	16930 John F Kennedy Blvd.*
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs complex administrative duties involving recruitment, and selection activities for the Houston Airport System. Conducts on-line internet recruiting and prepares and analyzes examination plans used to pre-screen, refer and select applicants. Conducts specialized research in test development and selection system validation as well as pass-point analysis on scoring plans and other selection devices. Prepares job announcements; recommends salary offers; attends job fairs; consults with managers and supervisors on individual vacancy requirements; and develops functional job descriptions and job analyses in compliance with ADA requirements and other local, state, and federal regulations. Completes compensation surveys and prepares statistical reports related to the selection/staffing process. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: applying specialized information; speaking clearly and effectively; adjusting to critical and demanding work; be able to lift up to twenty (20) pounds; preparing a variety of numerical computations; reading and interpreting a variety of policies and instructions; and dealing with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Social Science, Public Administration, Psychology or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of professional related experience in Human Resources. Additional professional experience in personnel work may be substituted for the education requirement on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Advanced computer experience using an online hiring system, internet applications and work knowledge of MS Office Suite. Education and experience in test administration, measurement analysis and/or advanced statistical analysis. Ability to deal tactfully with other professionals, co-workers, supervisors, management personnel and the public. Some knowledge of governmental structure and operations. Ability to communicate effectively both orally and in writing. IPMA-CP, IPMA-CS, PHR or SPHR certification is desired.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21	
\$1,436.00 - \$1,615.38 Biweekly	\$37,336.00 - \$42,000.00 Annually

OPENING DATE November 9, 2005

CLOSING DATE OPENED UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:
<http://agency.governmentjobs.com/houstonair/default.cfm>.
Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.